

EMPLOYEE PERFORMANCE REVIEW

NAME Steve Fay POSITION Project Engineer
 DEPARTMENT Engineering - 750 REVIEW PERIOD _____ FROM _____ TO _____
 DATE OF HIRE 6-24-76 LENGTH OF TIME IN CURRENT JOB 8 mos.

Comment on the employee in each category.

Job Knowledge

Basic skills and techniques; the understanding of procedures and methods necessary to perform the job.

Excellent - Steve's past experience in other areas of the company are invaluable

Quantity of Work

Ability to accomplish the volume, amount of work required by the position. Does the employee use time effectively?

Excellent - Has been doing double that of last in this position.

Quality of Work

Consider accuracy, neatness, organization, thoroughness, frequency and importance of errors/mistakes.

He is very accurate & gives great attention to detail - Highly Professional

Dependability

Ability to complete an assignment thoroughly and on time. Does the employee meet schedules and deadlines?

Despite his high work load he is always able to complete his part of engineering timely & consistently.

Attitude

The employee's enthusiasm, cooperation with others, loyalty and willingness to put forth his/her best efforts.

Extremely Good - He provides an excellent interface between departments.

Resourcefulness

Consider such factors as flexibility, initiative, adaptability to new methods and situations. To what extent does the employee contribute suggestions and new ideas?

Very Good - Very imaginative & cooperative with new ideas into projects.

Attendance

	Often	Occasionally	Rarely
Late	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pinpoint the employee's primary job-related assets and shortcomings.

Principal Strengths A very effective project administrator

Principal Weaknesses _____

Review the employee's performance for the entire period covered by this appraisal. Avoid basing judgment on recent events or isolated incidents. Considering all performance factors, determine the Performance Rating.

OVERALL PERFORMANCE RATING

☐ UNSATISFACTORY ☐ FAIR ☐ GOOD ☒ EXCELLENT ☐ OUTSTANDING

EMPLOYEE'S SIGNATURE Steve Fay Date 3-9-78

SUPERVISOR'S SIGNATURE _____ Date 3-9-78

PERSONNEL SIGNATURE _____ Date _____